MANAGING JOB OPENINGS AND APPLICANTS

Log into PeopleSoft 8.9

From the Menu select 'Recruiting';

Under Recruiting select 'Find Job Openings';

Enter your **Job Opening Number** in the Job Opening ID Box.

Change **'Open'** in Status Box to a **Blank Field**.

Click on 'Search' button.

A panel comes up with the title of your position in blue print.
Click on the 'Job Opening' title.

 A list of applicants who have applied for the Job Posting will come up.

To review an applicant's resume, hold down the Ctrl Key and click on the resume icon next to the person's name.

A message will come up about 'what to open the document with'.

Example: Select 'Microsoft Word and click OK.
The resume will come up for your review.

Hit **'Cancel'** button to go back to 'Job Opening' screen.

TO MANAGE INTERVIEWS

To the far right of the applicant's name, click on the down arrow and select ==‘Manage Interviews’==.

The **‘Interview Schedule’** panel comes up.

Enter the Employee ID Number of the Search Committee Chair, the date, and type of interview.

Click on ==Save & Submit==.

The ‘Manage Applicant’ panel will come up stating you have successfully scheduled an interview for your applicant.

TO PREPARE JOB OFFERS

Click on 'current status'.

Applicant activity will come up showing what **Job Openings** for which this applicant has applied. *Normally, an applicant will only be applying for one position, but there are instances where departments have several faculty openings simultaneously and the person may have applied for all of the job openings.*

On the one that is your **Job Opening** click on the down arrow for 'Select Action'. Select 'Prepare Job Offer'.

In the section 'Job Offer Components', under 'Component' select 'Base Annual Salary' from drop down box. In the 'Offer Amount' enter annual salary amount. In the Comments box, enter the reasons for selection of your preferred candidate.

Click on 'Submit'. This sends the offer to Affirmation Action for approval.

After entering the Job Opening Number and clicking, the 'Disposition Details: Offer' panel will come up. When Affirmative Action approves the candidate's status will change to 'Extend'. Scroll down the page to the yellow 'Edit Offer' button and click on it.

In the 'Comments' box, enter the date of acceptance of the offer, the date the candidate is to start, and the candidate's date of birth and social security number. Click on 'Submit'.

When the Job Offer is accepted, the department user goes back in by clicking on 'Offer' and changes the status of the 'Extend Job Offer' to 'Accept'.

Go into **'Find Applicants'** and enter your Applicant ID and Job Opening Number, the disposition of the candidate will show as **'Offer Accepted'**. **Print a copy of this panel and include in the triptych.**

REMEMBER - Go into 'Find Applicants'. For all candidates not selected for hire 'Select Action' of **'Reject'**. Another panel with a box to enter reason for non-selection will come up. From drop-down box, select 'more qualified candidates selected'.